



Addendum #1 Questions & Answers

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Date: February 13, 2015
To: All Offerors
From: Robin Barrett-Robinson, Senior Buyer
Subject: Solicitation #15-B010R – Workrite Uniforms for CFD

This Addendum No. 1 modifies the solicitation only in the manner and to the extent as stated herein.

I. Questions and Answers:

Q-1 Are you supplying the Charleston Fire Badge or do you need a sew-out?
**For the sew-out, you must provide a high resolution image and there's a one-time fee for digitization.*

A-1 We will only need a badge holder as we will use our current badges.

Q-2 Name-Strips – Do you mean Velcro (Hook and Loop) name tapes? If so, we will order blanks and embroider. If not, will you supply a “finished (pre-embroidered) fabric cut out” to be simply sewn on?

A-2 We request sewn on name badges, we will not supply the name strips.

Q-3 Confirm Insignia @ 600 sets – Does this mean both the left and right sides of the collar will have this insignia embroidered on it?

A-3 Yes

Q-4 In order to more accurately price out the patches if we are to supply them, could you please provide images of all emblems/embroidery that need to be supplied?

A-4 We will supply the CFD patch to the awarded vendor.

Q-5 Custom made patches typically take several weeks to be produced, for the initial order. Will there be any patches provided by the City to ensure a quick delivery time or is the City able to accept a longer estimated delivery time for the initial order to allow time for the emblems to be made?

A-5 See A-4

Q-6 We are fully prepared to stock items and sizes including pre-sewn emblems; however, 5 days for stock items and 10 days for non-stock items may typically be required. Exceptions may be made for the emergency cases on an as needed basis. (page 28, paragraph 6)?

A-6 That is acceptable.

Q-7 Will email verification and a digital proof of official City of Charleston identification be acceptable for employee purchases? (page 28 paragraph 3)

A-7 All purchases will be conducted through our Logistics Division, not singular employee purchase.

Q-8 Exactly what tasks are being referred to for vendor question 1? (page 30)?

A-8 Ordering, preparing and delivery of garments. Also any alterations or embroidery needed.

Q-9 Referring to Affidavit A/B, due to the specific item requirements of this bid and the work of the uniforms being completed in-house, are affidavits A & B applicable to this situation? If they are, what exactly will we be required to do in order to meet said requirements? (page 18-20)

A-9 The information regarding the affidavits mentioned in your question are pages 17-21. The City has a Good Faith Effort plan for our M/WBE program and we ask all vendors to consider sub-contracting to a Minority or Woman Owned business if they are going to sub-contract or are able to sub-contract. In that instance, you will complete pages 17-20 and have pages 18-20 notarized. If you plan on self-performing all of the work, then you are to complete pages 17 & 21 and have page 21 notarized.

Q-10 In your statement p. 28

"The Vendor shall work directly with each City employee to take his/her order including alteration measurements, alterations, sewing on of patches, insignias, and the embroidered employee's name strip. Patch attachment and embroidery needs shall include: Illustration indicating the specific location of insignias and fire department patch".

Could you please clarify this statement? Our normal practice with other extensive customer list of your size and scope would allow for prescribed dates, times and a locations agreed upon by the City and NAFECO so that all sizes for all employees and all shifts is handled appropriately. This typically entails our sending a team to measure for uniforms in various stations throughout the City of Charleston. Working, typically at the Battalion Chief or Station Officer level, we bring in the actual garments that the department will use to size- NOT just a tape measurement. We have found through extensive station wear measurements that this actually minimizes the need for further alteration if measured and properly fitted to begin with. Your clarification on the acceptance of this process is appreciated.

- A-10** The Logistics Division will ensure all members are at a predetermined point for measurement, we will work with the Vendor to facilitate the appropriate time and location within the City of Charleston.

Q-11 In your statement p. 28

"Vendor must be able to apply sewn-on name strip, rank specific insignia and department patches. Successful Vendor will be given a sample of the actual insignia and patches upon award".

Will you please clarify the following:

- a. Will the department provide a complete roster with name, rank and medical status?**
- b. Will the department please confirm the precise location and placement by rank of insignia?**
- c. Who provides the insignia artwork? (Vendor or Department) Will this be provided or should we factor the artwork as well?**

- A-11**
- a. Yes
 - b. Name strip over right chest pocket, insignia on collars
 - c. We will pick from samples provided by vendor, this can be original graphics or vendor purchased.

Q-12 In your statement p. 28

"Vendor must stock sizes S-XXXL for men and S-XXXL for women. Vendor must have storefront operations and maintain an adequate inventory of items specified in this solicitation in order to comply with a turn-around time (TAT) of 3 days or less in the case of emergencies. Any item that is not in stock shall be delivered within one week after receipt of order."

In your statement p.30

"7. Describe inventory limitations or any other factor that might affect the two week turn-around time required by the City"

a. In one location, a one week turnaround is required (p. 28) and on (p.30) a two week turn-around is required. Would you please specify if the two week turn around on page 30 is acceptable. Although we can offer a 1 week turn around, we would be most consistent and would be more accurate in saying that a 2 week turn around is more honest in our service levels. In fact, this far exceeds the national average of 6 weeks that most customers experience.

Also, the first order will be significant in structure. With a new program and garment, I would encourage further conversation to set realistic expectations for this without "making campaign promises" as a supplier. We are one of Workrite Uniforms' largest fire service suppliers and have a very consistent track record and service level.

b. Female Sizes for Workrite Uniforms are measured (for shirts in Alpha sizing

S-3XL). Men's sizes for these shirts are measured in numeric chest size. Corresponding chest sizes vary and are not directly related to chest size. Please see size chart here:

<http://www.workrite.com/assets/downloads/Workrite-Size-Chart.pdf>

You may note for example, the department would need to specify either a 48 or 50 for XL. My suggestion for your approval would be to go with the larger of the two available sizes, but that may affect your overall price. For Clarification, please confirm if it is your desire to comply with a "roomy fit" concept for the firefighters using the Workrite product.

c. Our Company does maintain a show room. In fact we maintain several showrooms throughout the southeast from which we may pull garments and are the largest stocking fire supplier of Workrite Garments. If we are able to meet your delivery requirements, support requirements and apparel needs, are we required to operate store hours within the City of Charleston?

d. In your statement "Any item that is not in stock shall be delivered within one week after receipt of order", Can you please clarify whether you are requiring that the manufacturer stock all available and custom sizes?

A-12 We expect a speedy deliver but understand odd sizes may not be always stocked. We are not specific on fit and defer to the employee preference at time of measurement. We do not require a full time local presence, we do request excellent customer service.

Q-13 In your statement p. 31

"Additional Items and Accessories. There may be occasions when Uniformed Employees may require items not listed in this solicitation. The City would like to have a discount off of other related items that are offered by your company and covered by their uniform allowance. Please state an overall discount, or discounts for other items offered by your company in the space below or on a separate sheet. Description/Category Brand/Mfg. Name %".

Our goal is to provide the most competitive and highest valued service to the City of Charleston. As such, we would need further clarification on items requested with greater specificity to provide an accurate answer on this request. Our intent would be to provide Charleston with the deepest discount possible while maintaining the highest service levels to your department. Do you have specific products in mind for accessories?

A-13 Any other public safety garment such as Jackets, Boots Etc.

Q-14 In your statement p. 33

"600 Each Workrite Shirts #700NX45MN, Midnight Navy
600 Each Workrite Pants #402NX75MN, Midnight Navy"

First, allow me to say that we will provide whichever you select, but for your

consideration:

The MN at the end of these part numbers indicates "Midnight Navy". This begins as a darker blue garment for both shirt and pants, but after wash has very minimal, though some, difference in the final color. Most departments choosing the Workrite brand opt for the vastly more commonly stocked NB (Navy Blue) option. For consideration of your stocking requirements, is it possible to submit for your approval and wear /wash test several pairs of each of the navy blue and midnight navy to compare and possibly approve of heavier stocked Navy Blue?

A-14 Yes

Respondent shall acknowledge receipt of this addendum by completing this section and returning it with the Bid Submittal. Failure to acknowledge this addendum may be cause for rejection.

Offeror

Title

Authorized Representative

Date